

DDA Registry  
File *Security 4-1*

DDA 75-0774

14 February 1975

MEMORANDUM FOR: Director of Training

SUBJECT : Symposium on the Freedom of Information Act

1. Attached is a notice received from the Civil Service Commission outlining a symposium on the Freedom of Information Act and amendments which is to be held on 14 March. It would seem to me that it might be useful for the Office of Training to send one or more people to the symposium to see how the Commission is handling this matter. Obviously, the Freedom of Information Act is a new and significant factor in the Agency's business and probably should be cranked into various Agency training courses.

2. For your information, representatives of the Information Review Staff and the Office of General Counsel are planning to attend this symposium.



Assistant to the DDA

Attachment: a/s

AC-DDA:  :ydc (14 Feb 75)

Distribution:

Original - Addressee

- 1 - C/IRS (w/Att)
- ✓ 1 - DDA Subj (w/Att - filed AC-DDA)
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conducted by

The General Management Training Center  
Bureau of Training  
United States Civil Service Commission

March 14, 1975

**ATTENTION:**

Executive directors, managing directors, general counsels, public information directors, and other agency executives, managers, attorneys, and administrators. If you are involved in implementing the Freedom of Information Act, or if it impacts on your operations, this Symposium is for you and your staffs.

**PURPOSE:**

Significant amendments to the Freedom of Information Act of 1967 were enacted by the 93rd Congress. The Symposium will provide an opportunity for agency officials to examine the Act and the Amendments with the assistance and guidance of persons who wrote the legislation and Department of Justice officials responsible for developing guidelines for the Executive Branch. The program will include the following: an analysis of the Act and the 1974 Amendments; the significance of F.O.I. legislation for defense and non-defense agencies; a review of court decisions and pending cases; a study of Department of Justice guidelines and procedures for administration of F.O.I. legislation; an assessment of the resources needed to implement the legislation; and related matters.

**NOMINATIONS:**

Nominees for this program should be at grades GS-14 or above (or the equivalent). Exceptions will be based on level of responsibility, level of involvement in F.O.I. matters, and availability of space. Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission through the agency's training representative. A Nomination-Registration Form for Training (Optional Form - 37) must be completed for each nominee. Confirmation will be made to Personnel or Employee Development Officers. Call-in nominations will be accepted pending receipt of the Form 37 and are subject to nomination deadline.

**COSTS:**

The cost of the program to the agency will be \$35.00 per person. Agencies will be billed for all accepted nominees unless formal cancellations are made by March 10, 1975. Substitutions of eligible participants may be made up to the beginning of the Symposium.

**CALENDAR:**

March 5, 1975 ..... Nominations due

March 10, 1975 ..... Final date for cancellation  
without charge

March 14, 1975 ..... Course Date

**Inquiries and Nominations to:**

The Director  
General Management Training Center  
Bureau of Training  
U.S. Civil Service Commission  
Washington, D.C. 20415

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